

Middle School Initiative**PART I
COVER SHEET****CAP 6 SEMESTER 1 WEEK 3 & 4****COURSE:** Logistics Officer Staff Duty Analysis, Achievement 15**LESSON TITLE:** Logistics Presentation**LENGTH OF LESSON:** 110 Minutes**METHOD:** Performance**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume III, Chapter 14
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part III, 29 May 00
4. CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, 1 Feb 00
5. CAPR 67-1, *Civil Air Patrol Supply Regulation*, 15 Aug 00
6. CAPM 67-2, *Civil Air Patrol Aircraft Parts Supply Depot*, 1 Jan 00
7. CAPR 67-4, *Acquiring, Reporting and Disposing of Corporate Aircraft*, 1 Mar 94
8. CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities*, 15 May 97
9. CAPR 77-1, *Operation of Privately Owned and Civil Air Patrol Vehicles*, 1 May 93
10. CAPR 87-1, *Acquisition of Real Estate and Facilities for Civil Air Patrol*, 1 Jan 89
11. Administrator's Guide, Chapter 2, Section F; Chapter 3, Section H; and Attachment 6

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):

1. Handout 1 - Logistics Officer Duties and Checklist
2. Handout 2 - Supply Officer Duties and Checklist
3. Handout 3 - Transportation Officer Duties and Checklist
4. Handout 4 - Aircraft Maintenance Officer Duties and Checklist
5. Handout 5 - Insights and Helpful Hints
6. Handout 6 - A Case Study

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet, using a case study problem, to list the actions that should be taken and the regulations involved for a logistics presentation to the senior member logistics officer.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will prepare a logistics presentation to be given to the senior member logistics officer based on a case study and listing the regulations involved.

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

Middle School Initiative

PART II TEACHING PLAN

Introduction

ATTENTION: In CAP 5, you began to realize how the duties of the various staff members increased as you studied each Staff Duty Analysis. We will continue with this learning process as we look at the final two staff positions of Logistics Officer and Cadet Commander and Advisor.

MOTIVATION: At times you will feel like you are doing it all, but with proper training and patience you will find that the various duties of a senior cadet officer are not as hard as they appear on the surface. If you will take each task in order, the duties will fall into place quickly and easily.

OVERVIEW: In Achievements 12 through 16, Staff Duty Analysis is part of the executive training. In this first of five lessons on the Logistics Officer, each cadet learns the various duties associated with the cadet logistics officer beginning with preparing a presentation for the senior member logistics officer.

TRANSITION: Let's begin.

Body

Instructor's Note: Distribute all the Handouts for future use during this series of staff duty analysis lessons. Have the cadets refer to the Handouts to ensure they are meeting the requirements of this staff duty analysis lesson.

MP 1 The logistics officer is responsible for managing and directing the logistics supporting programs within the unit. If a unit is large enough, separate officers may be assigned the functions of supply, transportation, and maintenance. In small units, one person may do all three functions. A logistics officer must coordinate unit requirements with other superior and lateral units. Several manuals and regulations can help you with this. These documents outline, in detail, how to administer and conduct logistics functions. Budgeting and facilities also may fall within the scope of the logistics officer's duties. This requires advanced planning and coordination for a small squadron activity. For a SAR or DR these management activities alone become a full-time job.

MP 2 CAPR 20-1 specifies the broad responsibilities of a unit logistics officer. As managers and directors of the logistics program, logistics officers normally have several other

officers reporting directly to them. These support staff members include the supply officer, transportation officer, and maintenance officer.

Each position requires a broad knowledge of CAP regulations and, for units with aircraft, a thorough understanding of applicable FAA regulations and directives. Coordination with logistics personnel in other units, including wing, region, and group, is often required. When multiple units are involved, it is desirable to designate a single coordinator of logistics activities. This is especially true for search and rescue missions or large training exercises.

In smaller units, one person alone may be required to do the duties outlined above. When you do all three functions, the task gets more complicated. However, in these cases, there may be items when a maintenance function is not a significant activity or supply responsibilities may be largely done by the wing. In these cases, close coordination with wing personnel may help greatly in executing duties.

MP 3 **Instructor's Note:** Have the cadets study Handout 6 - A Case Study and prepare a logistics presentation for the senior member logistics officer (class). The presentation should include a list of actions that should be taken and the regulations involved. The presentations will be given next week as part of this lesson.

Conclusion

SUMMARY: We have started looking at the duties of a logistics officer by studying a case study and preparing a presentation for the senior member logistics officer that includes a list of actions and the regulations involved.

REMOTIVATION: During Phase IV of the cadet program, you will learn the various duties of the staff members. We only have two achievements left before we prepare for the Eaker Award and then the prestigious Spaatz Award.

CLOSURE: Next week, we will continue this lesson by giving the presentations for the senior member logistics officer (class).

Middle School Initiative

**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet using a case study problem, list the actions that should be taken and the regulations involved for a logistics presentation to the senior member logistics officer.

LESSON QUESTIONS: None